

SIGMA CODING _____

COMPLETE APPLICATION CHECKLIST

Modification Number _____ Company _____

Process Description _____

☐ Confidential Information included _____ Is the application administratively complete?

PART A.1: PROCEDURAL REVIEW

General Information:

_____ Does application include applicant name/address and location of the equipment (street address, city, and county)?

_____ Is the process or process equipment described on the application form?

_____ Does the application have an original signature of the authorized employee? (*Agents/consultants may not sign*)

_____ Are 3 copies of the application form and 2 copies of all attachments provided?

SRN Given? _____ Number: _____ ☐ Does not match address in system

Application Purpose:

_____ Is the application clear as to what the application covers?

☐ Installation of new equipment

☐ Modification of existing equipment

☐ Relocation of equipment

☐ Existing equipment – previously not permitted

☐ Opt-out

☐ Modification of permit w/o change in equipment

Authorization:

_____ Is an authorized agent letter included?

_____ Is the contact person authorized to negotiate terms and conditions?

Construction Waiver Request

_____ Is a Rule 202 construction waiver requested?

If yes, make copy of waiver letter for the permit file - forward original to District Supervisor with copy of application.

Date forwarded: _____ District Supervisor: _____

☐ Part A.1 complete

Screened by _____ To Unit Supervisor (date): _____

PART A.2: ENGINEER ASSIGNMENT

Unit: _____

Engineer: _____ Peer Reviewer: _____ Resource: _____

Level: ☐ 1 ☐ 2 ☐ 3 Mentor: _____ Name: _____ [See the Peer Reviewer memo for details]

Supervisor Initials: _____ Date to Engineer: _____

OLT INFORMATION

Fill out this portion of the form if the application went Off-Line. Please describe in the notes section the reason(s) for going Off-Line.

OLT Number _____ OLT application clears Part A: Initials: _____ Date: _____

OLT application clears Part B: Initials: _____ Date: _____

Why did the application go Off-Line?

☐ Missing Original Signature

☐ No information in Box 6

☐ Lack of supplemental information

☐ Other

Notes:

PART B: TECHNICAL REVIEW

This checklist does not include everything that may be required to complete the review. If information not listed below is essential to the review, it may indicate a need to request additional information immediately, put the application into OLT, or return the application. Please answer the following with Y (yes), N (no), or NA (not applicable), and provide more information in the Notes section if more detail is needed or if there are particular areas of concern.

PSD? _____ Date sent to EPA: _____

PSD Applicability Determination? _____ Method: _____

Source & Project:

Checking MAERS, MACES and/or Permit Cards may aid in determining answers to the following.

_____ Is the application a result of a violation notice? _____ Enforcement case logged? Contact: _____

_____ Is the project described?

_____ Is the operating schedule described?

_____ Is there a process flow description/diagram?

_____ Are the applicable rules and regulations identified?

☐ NSPS ☐ NESHAP ☐ 205 ☐ 225 ☐ 702 ☐ Other State Rules: _____
Restrictions:

_____ Are the proposed restrictions (federally) enforceable?

☐ Correlates with current restrictions ☐ New restrictions

_____ Are there proposed compliance demonstration methods?

Emission Rates:

_____ Are basic emission calculations and emission rates provided?

☐ Potential ☐ Actual ☐ Basis/Origin/Emission Factor provided

_____ Are criteria pollutant impacts addressed?

☐ SIL ☐ NAAQS ☐ Increment
_____ Are emission rates of toxic air contaminants (TACs) provided? ☐ Is a TAC Evaluation provided?
☐ Potential ☐ Actual ☐ Basis/Origin/Emission Factor provided

_____ Is it clear which equipment generates the emissions?

☐ Are emission points identified? ☐ Are the connections between process steps and emission points clear?
Stack Information:

_____ Are stacks described in sufficient detail to associate equipment with emission rates?

_____ Are stack locations provided on a site plan?

Are the following stack parameters provided for each stack?

☐ Height above ground ☐ Exhaust gas temperature ☐ Volumetric flow rate (acfm or scfm)

☐ Diameter ☐ Orientation (vertical or horizontal) ☐ Description of rain protection
Site Description:

_____ Is site description adequate (building dimensions, distances to property lines, location of stacks/emission points)?

_____ Is the site plan drawn to scale?

_____ Per Applicant, is information provided in another permit file? Permit Number: _____

☐ Assign New Permit Number ☐ Use Modified Permit Number _____

_____ Part B complete (Marking yes means the application will be accepted. Further information may be required, but we have decided not to return it or use OLT.)

_____ OLT Additional Information letter needed? ☐ Include Technical Information Sheet? Type _____
☐ Letter Drafted Mailed on: _____

Notes from Engineer:

Screened by: _____ Date: _____